

The logo for eVA is located on the left side of the page. It features the letters 'eVA' in a bold, green, sans-serif font. The 'e' is lowercase and the 'VA' is uppercase. The logo is set against a white background that is partially enclosed by a blue and green curved border. The background of the entire page has a pattern of concentric blue and green arcs.

# Quick Quote

## Vendor User Guide

Updated  
12/17/09

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## GETTING STARTED

The Quick Quote application gives vendors an opportunity to respond electronically to informal solicitations by state and local buyers. Typically, the Quick Quote application is used for purchases where competitive bidding is required.

### Access Quick Quote

Only eVA registered vendors can review Quick Quote requests online and enter responses.

#### *The Quick Quote Vendor List*

The Quick Quote vendor list is automatically created for the buyer from registered vendors based on a match between the Commodity Code and Service Area on the request with vendors who have the same values on their registration account.

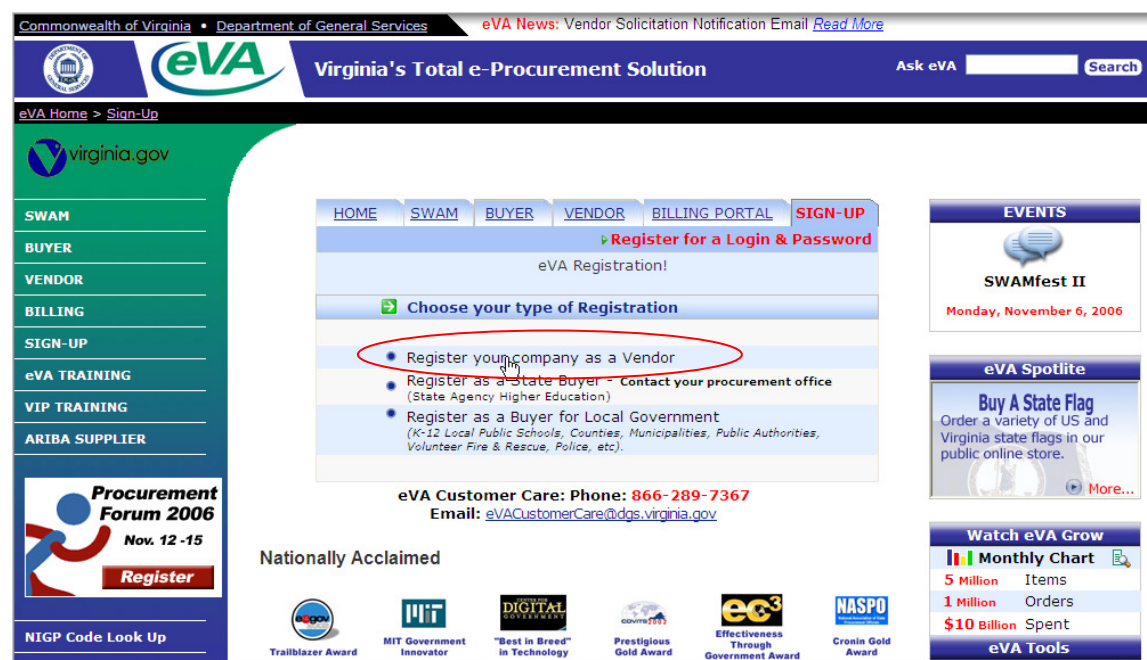
If you are registered at the *Premium* service level, you will receive notification for all requests that match your commodity codes and service areas. If you are registered at the *Basic* service level, you can be removed from the Quick Quote Vendor List at the buyer's discretion even if the request matches your commodity codes and service areas. Additionally, buyers can add ad hoc vendors to the list.

Vendors on the list are notified by email or fax of the request so they can respond to the Quick Quote request through their eVA account.

#### *Vendors Not Registered in eVA*


If you are not an eVA registered vendor but have received an invitation to respond to a Quick Quote request, you can register your business online and then access the request as a registered vendor.

To register, go to <http://eva.virginia.gov> and click the **SIGN-UP** tab. Click the **Register your company as a Vendor** link.

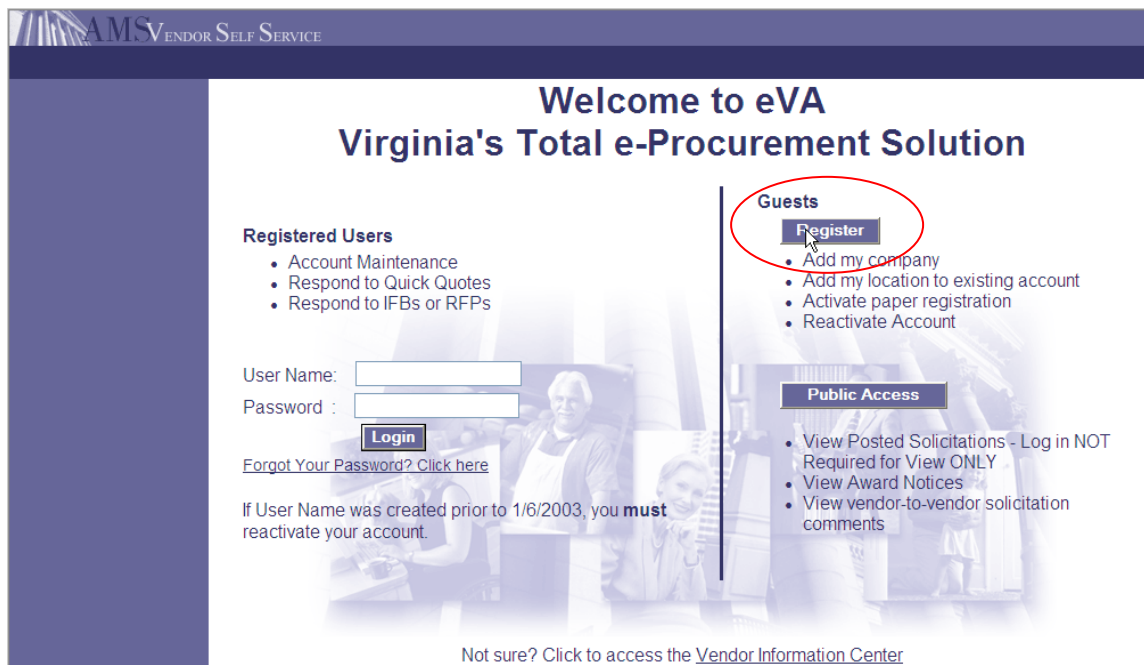


The screenshot shows the eVA website interface. At the top, there's a header with the Commonwealth of Virginia logo, the eVA logo, and the text "Virginia's Total e-Procurement Solution". Below this is a navigation bar with tabs: HOME, SWAM, BUYER, VENDOR, BILLING PORTAL, and SIGN-UP. The SIGN-UP tab is active, and a red arrow points to the "Register for a Login & Password" link. Below this, a section titled "eVA Registration!" contains a link to "Choose your type of Registration". Under this link, three options are listed: "Register your company as a Vendor" (circled in red), "Register as a State Buyer - Contact your procurement office (State Agency Higher Education)", and "Register as a Buyer for Local Government (K-12 Local Public Schools, Counties, Municipalities, Public Authorities, Volunteer Fire & Rescue, Police, etc.)". To the right of the registration options, there are several promotional banners: "EVENTS" for SWAMfest II, "eVA Spotlight" for Buy A State Flag, and "Watch eVA Grow" with a Monthly Chart showing 5 Million Items, 1 Million Orders, and \$10 Billion Spent. At the bottom, there are logos for various awards and certifications, including Trailblazer Award, MIT Government Innovator, Digital Government, Best in Breed in Technology, Prestigious Gold Award, ec3 Effectiveness Through Government Award, and NASPO Cronin Gold Award.

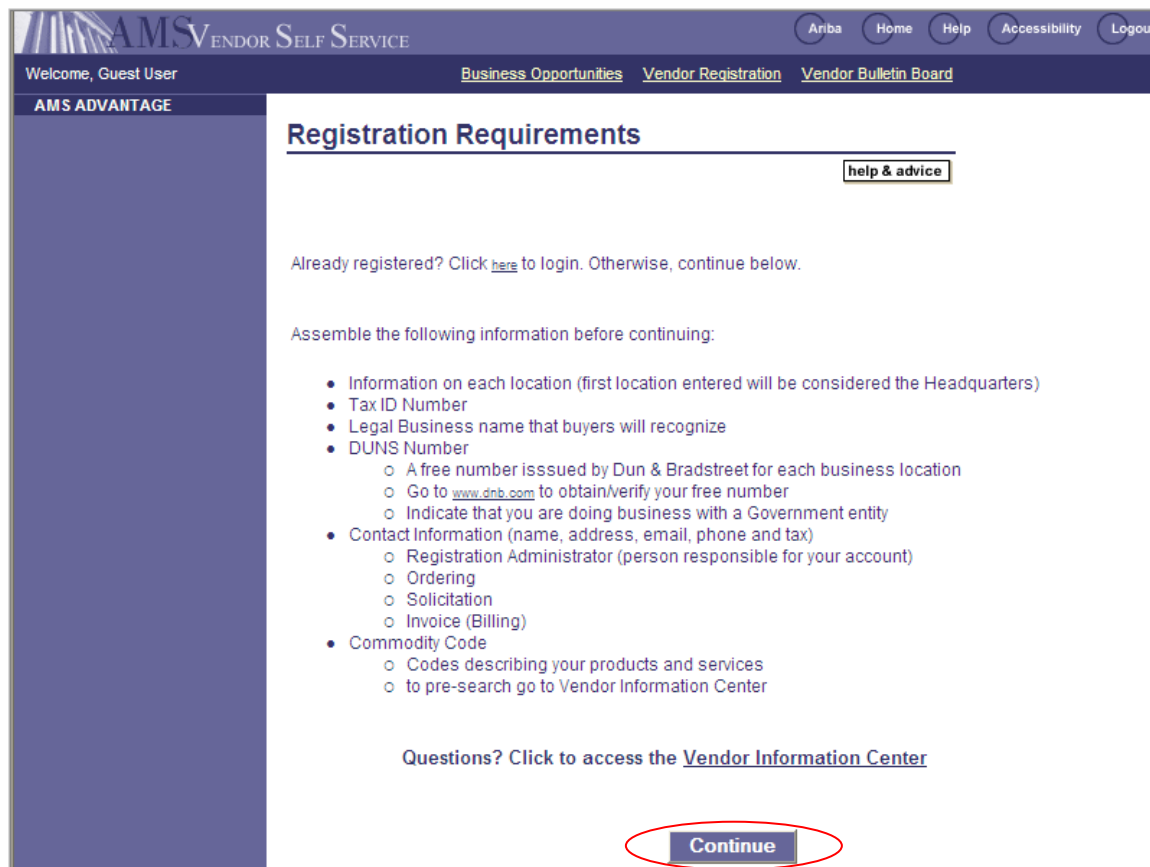
Click the **eVA Online Registration** link.



Click the **Register** button to enter the eVA Vendor Portal as a guest.



On the Registration Requirements page, click the **Continue** button and follow the subsequent instructions to complete the registration for your company.



AMS VENDOR SELF SERVICE

Welcome, Guest User

[Business Opportunities](#) [Vendor Registration](#) [Vendor Bulletin Board](#)

AMS ADVANTAGE

## Registration Requirements

[help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

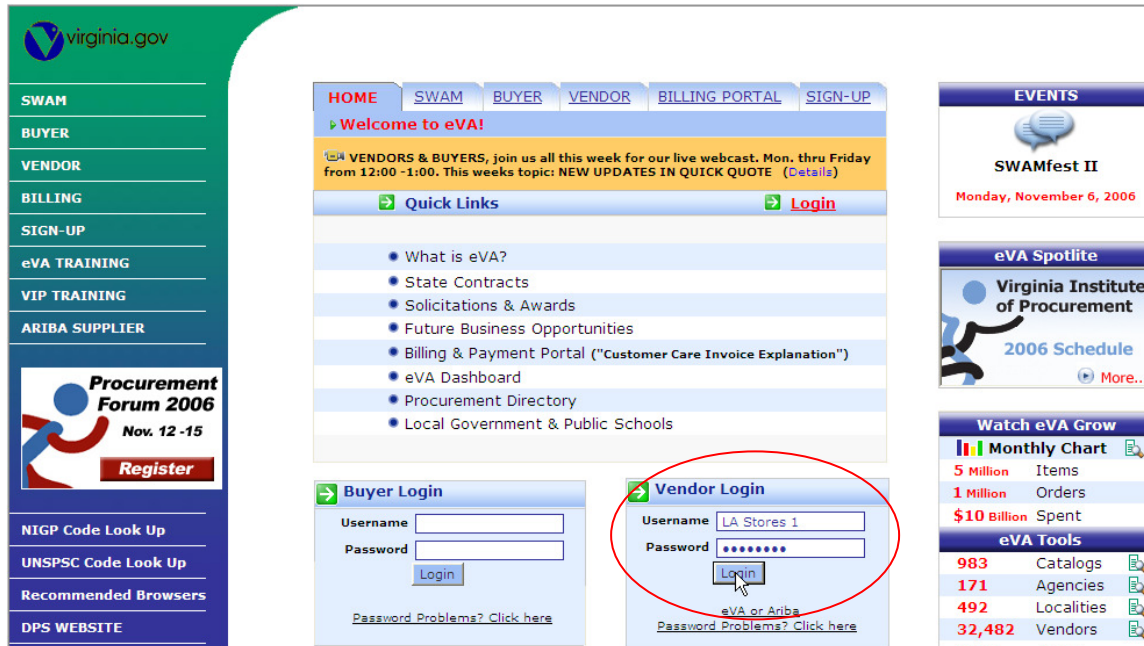
- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name that buyers will recognize
- DUNS Number
  - A free number issued by Dun & Bradstreet for each business location
  - Go to [www.dnb.com](http://www.dnb.com) to obtain/verify your free number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and tax)
  - Registration Administrator (person responsible for your account)
  - Ordering
  - Solicitation
  - Invoice (Billing)
- Commodity Code
  - Codes describing your products and services
  - to pre-search go to Vendor Information Center

Questions? Click to access the [Vendor Information Center](#)

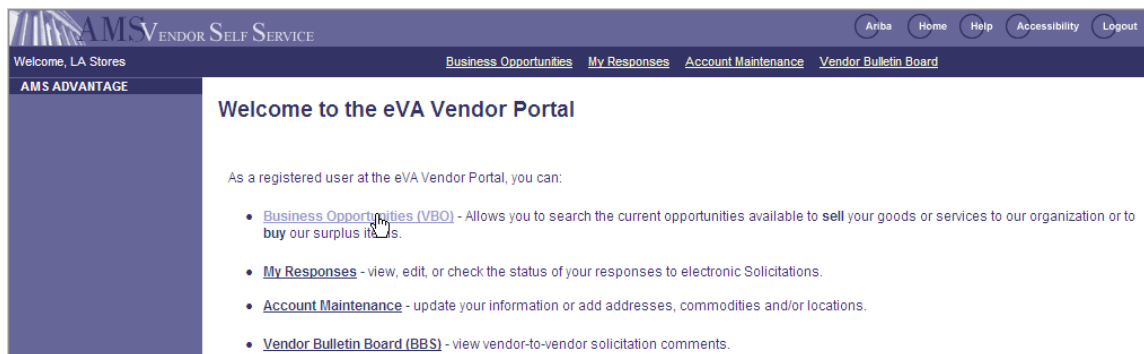
**Continue**

## eVA Registered Vendors

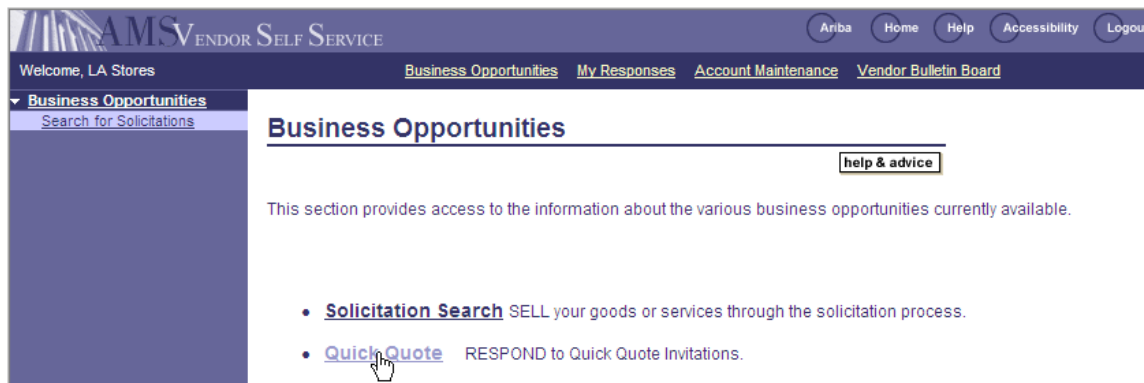
Log in as a registered vendor from the eVA website, <http://eva.virginia.gov> in the Vendor Login section.



Click **Business Opportunities (VBO)** from the Vendor Self Service homepage.



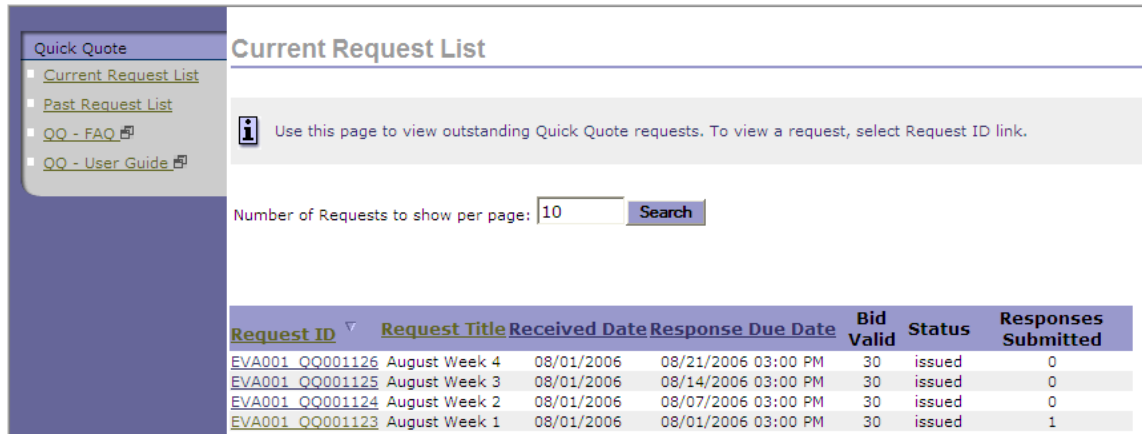
Click the **Quick Quote** link to view Quick Quote requests in a new window.





## CURRENT REQUEST LIST

The Current Request List in Quick Quote shows you the requests to which you have been invited to respond.



Request ID	Request Title	Received Date	Response Due Date	Bid Valid	Status	Responses Submitted
<a href="#">EVA001_QQ001126</a>	August Week 4	08/01/2006	08/21/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001125</a>	August Week 3	08/01/2006	08/14/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001124</a>	August Week 2	08/01/2006	08/07/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001123</a>	August Week 1	08/01/2006	08/01/2006 03:00 PM	30	issued	1

There are two statuses for current requests:

Status	Definition
issued	A request has been submitted by a buyer and the response date has not passed. Vendors can respond to these requests. Vendor responses can be viewed by the buyer.
canceled	An issued request that has been canceled by the buyer

Each row shows a single request with these columns:

- Request ID (includes link to request details and your responses)
- Request Title
- Received Date
- Response Due Date (EST/EDT date & hour)
- Bid Valid (number of days)
- Status
- Responses Submitted (by all contacts from your company; initially 0)


## VIEW A SINGLE REQUEST

From the Current Request List, you can respond to any request in *issued* status. To create a response, click a request link in the Request ID column.

[Quick Quote](#)

- [Current Request List](#)
- [Past Request List](#)
- [QQ - FAQ](#)
- [QQ - User Guide](#)

### Current Request List

 Use this page to view outstanding Quick Quote requests. To view a request, select Request ID link.

Number of Requests to show per page:

Request ID	Request Title	Received Date	Response Due Date	Bid Valid	Status	Responses Submitted
<a href="#">EVA001_QQ001131</a>	August Week 1.5	08/01/2006	08/02/2006 12:00 PM	30	issued	0
<a href="#">EVA001_QQ001126</a>	August Week 4	08/01/2006	08/21/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001125</a>	August Week 3	08/01/2006	08/14/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001124</a>	August Week 2	08/01/2006	08/07/2006 03:00 PM	30	issued	0


## Request Header Information

After you click a Request ID link, the Request Header Information page displays.

[Quick Quote](#)

- [Create New Response](#)
- [Current Request List](#)
- [Past Request List](#)
- [QQ - FAQ](#)
- [QQ - User Guide](#)

### Request Header Information - August Week 1.5

 This page contains the header information for the Quick Quote Request. To view a specific item from this request, select the link for the item below. To edit a previous response, select the link for the response you wish to edit. To create a new response, click the "Create New Response" button at the bottom of the page. Select "Cancel" to leave this request and return to the Request List page.

**Request Header**

Buyer Agency:	E136VITA - Virginia Information Technology Agency - E2E				
Buyer Name:	E136 Admin				
Buyer Phone #:	1234567891				
Buyer Email:	system_test@hotmail.com				
Request ID:	EVA001_QQ001131				
Request Title:	August Week 1.5				
Status:	issued				
Received Date:	08/01/2006				
Response Due Date:	08/02/2006 12:00 PM				
Bid Valid (Days):	30				
Service Area:	10 <a href="#">View Service Area Map</a> <a href="#">View Service Area Table</a>				
Award Method:	Line				
Comments:	none				
Special Terms and Conditions:	none				
Attachments:	<table><thead><tr><th>Attached Files</th><th>Proprietary and Confidential</th></tr></thead><tbody><tr><td><a href="#">eVA Std Terms and Conditions.htm</a></td><td>No</td></tr></tbody></table>	Attached Files	Proprietary and Confidential	<a href="#">eVA Std Terms and Conditions.htm</a>	No
Attached Files	Proprietary and Confidential				
<a href="#">eVA Std Terms and Conditions.htm</a>	No				

**Request Items**

- [Item 1, Bolts](#)
- [Item 2, Fencing](#)

You have not submitted any responses to this request.





The fields on this page include:

Field	Description
Buyer Agency	The code and description identifying the buyer's organization.
Buyer Name	The name of the buyer generating the Quick Quote request.
Buyer Phone #	The telephone number of the buyer generating the Quick Quote request.
Buyer Email	The email address of the buyer generating the Quick Quote request.
Request ID	The system-generated number for the request.
Request Title	The custom title for the request entered by the buyer.
Status	The current status of the request (issued/canceled/awarded).
Received Date	The date the buyer submitted the request.
Response Due Date	The request is open until this date and hour (EST/EDT). You can submit as many responses as you want until the hour of the Response Due Date passes. You can also edit or delete previously submitted responses.
Bid Valid (Days)	The number of days your prices are to remain valid.
Service Area	You received the invitation to respond because you have registered to serve the service area on the request. The <i>Statewide</i> service area is always included.
Award Method	The buyer will specify the award method ( <i>Line Item</i> , <i>Lot</i> , or <i>Grand Total</i> ) the buyer will use to select the winning quotes. If the method is by Lot, the buyer has grouped line items into Lot numbers.
Comments	Buyers can provide comments for the entire request at the header level. This field is optional, so it might be blank.
Special Terms and Conditions	Buyers can indicate special terms and conditions for the entire request in the request header. These T&Cs are in addition to the standard eVA Terms and Conditions document that is always attached to the request header.
Attachments	Select the attachment link to view and save the attachment to your computer. Your computer must have the software to view the attachments, such as Adobe Acrobat Reader, a word processor (Microsoft Word), or a spreadsheet application (Microsoft Excel).
Request Items	A separate link is provided for each line item of the request.

## Line Item Details

The Request Items section below the header information displays a list of items that the buyer is requesting.

Click a link in the Request Items section to view the details for that item.

**Request Items**  
[Item 1, Bolts](#)   
[Item 2, Fastening](#)   
  
*You have not submitted any responses to this request.*  
  
[Create New Response](#)  
  
[Cancel](#)


## QUICK QUOTE

### VIEW A SINGLE REQUEST



The line item details open in a new window. Click the **Next** button to view additional line items. Click **Cancel** to close the window.

**Request Item - 1** Next Cancel

 This page contains detail Request Item information. Press "Cancel" to return to the Request Header.

<b>Request ID:</b>	EVA001_QQ001131
<b>Item ID:</b>	1
<b>Item Description:</b>	Bolts
<b>Quantity:</b>	12
<b>Unit of Measure:</b>	ea
<b>UOM Description:</b>	each
<b>NIGP Code:</b>	32020
<b>NIGP Code Description:</b>	Bolts, Steel
<b>Need By Date:</b>	08/31/2006
<b>Ship To:</b>	E136 West Palm Beach 23 West Palm Beach, Richmond, VA, 24011
<b>Comments:</b>	none
<b>Special Terms and Conditions:</b>	none
<b>Attachments:</b>	NO ATTACHMENTS

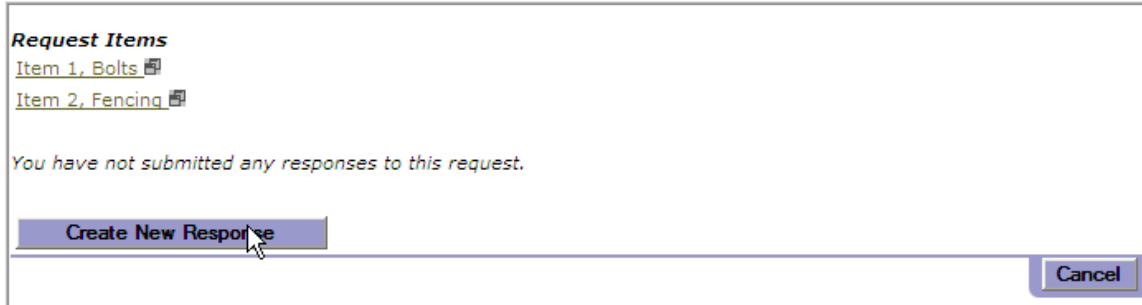
Next Cancel

The fields on this page include:

Field	Description
Request ID	The Quick Quote ID number of the Request to which the item belongs.
Item ID	The sequential number of the item. Each line is automatically numbered.
Item Description	The buyer's description of the product to be purchased.
Quantity	The amount of the item needed.
Unit of Measure	The unit of measure of the item requested.
UOM Description	The long description of the unit of measure.
NIGP Code	A commodity code that the buyer selects to classify the item.
NIGP Code Description	The standard NIGP description associated with the selected NIGP Code.
Need By Date	The buyer wants to receive the item by this date.
Ship To	Ship the item to this address.
Comments	Additional information provided by the buyer for the line item requirements.
Special Terms and Conditions	Any special terms and conditions specified by the buyer for this particular item.
Attachments	Select the attachment link (if applicable) to view and save the attachment to your computer. Your computer must have the software to view the attachments, such as Adobe Acrobat Reader, a word processor (Microsoft Word), or a spreadsheet application (Microsoft Excel).

## RESPOND TO A REQUEST

To respond to the Quick Quote request, click **Create New Response** from the Request Header Information page.



### Response Header

Your response begins with the Response Header page that includes the following information from your registration:

- Vendor Name
- Contact Name
- Phone Number
- Email
- Fax Number
- Ordering Address



Enter the following information at the Response Header:

Field	Required?	Description
Response Title	Required	Enter a title for your response.
Comments	Optional	Enter any comments you want displayed with the response header.
Attachments	Optional	List of attachments that you have added to the response.

## Add an Attachment

Click **Manage Attachments** to attach a file to the response header.

Follow these steps to add file attachments:

1. Click **Browse** to find the file you want to attach.
2. Select the file you want from your browser's Find or Open dialog box.
3. At the Attachments page, click **Attach File**.
4. Repeat this process for additional attachments.
5. Review the list of attached files. You can remove unwanted attachments by clicking the **Delete** link next to the file name.
6. If you want to designate the file as Proprietary and Confidential, select the checkbox next to the file. This tells the buyer that the file cannot be published to the public.
7. Click **Done** to close the Attachments page and return to the Response Header page.



**Create Response**

- Response Header
- Item 1
- Item 2
- Response Summary
- Quick Quote**
- Return to Request
- Current Request List
- QQ - FAQ
- QQ - User Guide

### Attachments

[Done](#)

**Step 1:** Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

**Step 2:** Click Attach File.

Repeat steps 1 and 2 to attach more files.

**Step 3:** Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
pdf Attachment.pdf	<a href="#">Delete</a>	<input checked="" type="checkbox"/>
xls Attachment.xls	<a href="#">Delete</a>	<input type="checkbox"/>

**Step 4:** Click Done when you are finished.

[Done](#)



*Do not attach files larger than 4 MB. Buyers might not be able to access large files because of firewall or server restrictions.*



At the Response Header page, you will see the Attachments section that lists the names of the attached files and indicates if the file is Proprietary and Confidential. You can review the attachments by clicking the file name in the Attached Files column.

Click **Next** to continue your response.

The screenshot shows the 'Response Header' page. On the left is a navigation menu with links like 'Create Response', 'Response Header', 'Item 1', 'Item 2', 'Response Summary', 'Quick Quote', 'Return to Request', 'Current Request List', 'QQ - FAQ', and 'QQ - User Guide'. The main content area has a title bar with 'Next', 'Summary', and 'Cancel' buttons. Below the title bar is an information icon and a note: 'The Response Header contains general information about the response. A Response ID is generated by the Quick Quote system when a new response is submitted. NOTE: Responses will not be saved and displayed to the buyer until the Response is complete and has been submitted at the Response Review page. Note: Asterisk (\*) indicates required field.' The form fields include: 'Vendor Name: LA Stores 1', 'Contact Name: LA Stores', 'Phone #: 703-414-2006', 'Ext: ', 'Email: systemtestst1@gmail.com', 'Fax #: ', 'Response Title: LA Stores 1 response to August Week 1', 'Ordering Address: 414 Headquarter Rd. Fairfax, VA 22033', and a 'Comments' text area. Below these is an 'Attachments' section with a table:

Attached Files	Proprietary and Confidential
pdf Attachment.pdf	Yes
xls Attachment.xls	No

There is a 'Manage Attachments' button to the right of the table. At the bottom right of the form are 'Next', 'Summary', and 'Cancel' buttons.

## Response Item

The first Response Item page opens.

The screenshot shows the 'Response Item 1' page. The navigation menu on the left is similar to the previous page. The main content area has a title bar with 'Previous', 'Next', 'Summary', and 'Cancel' buttons. Below the title bar is an information icon and a note: 'Use this page to respond to a Request Item. Select the Request Item link to view details for the item. If you do not wish to respond to this item, select "No Bid". By selecting "No Bid", you will lose any information that you may have entered on this screen.' The form includes a dropdown for 'Do you wish to respond to Item 1?' set to 'Yes'. Below this are several fields: 'Item ID: 1', 'Vendor Part Num: \*' (with a note 'Delivery is F.O.B. destination unless otherwise designated.'), 'Unit Price: 200' (with a note 'Price will be rounded to 10 digits after the decimal.'), 'Quantity: 12', 'Unit of Measure: ea' (with a link 'Look up Units of Measure'), 'UOM Description: each', 'NIGP Code: 32020', and 'NIGP Code Description: Bolts, Steel'. There is a 'Comments' text area. Below that is a 'Delivery Date' section with a dropdown for 'August', a dropdown for '15', and a dropdown for '2006', followed by 'Delivery Date Selected: 08/15/2006'. The 'Ship To' section includes 'E136 West Palm Beach' and '23 West Palm Beach, Richmond, VA, 24011'. Below that are 'Brand Name: \*', 'Short Name: Bolts', and 'Description: Bolts'. The 'Lead Time' section has a dropdown for '0' and a note 'Calendar Days After Receipt of Order (ARO)'. The 'Met Specs?' section has radio buttons for 'Yes' (selected) and 'No'. The 'Attachments' section shows 'NO ATTACHMENTS'. At the bottom right is a 'Manage Attachments' button. At the bottom of the form are 'Previous', 'Next', 'Summary', and 'Cancel' buttons.

## QUICK QUOTE

### RESPOND TO A REQUEST



For each Response Item, the default value for the **Do you wish to respond to Item #?** field is Yes. If you do not want to bid on this item, select *No Bid* from the drop-down list.

Most of the fields on this page are already filled out based on the buyer's conditions. The fields are:

Field	Required	Description
Item ID	Required	A system assigned identification number for this item.
Vendor Part Num	Required	Initially shows an asterisk (*). If the item has a part number, delete the asterisk and enter the number. Otherwise, do not delete the asterisk. Cannot exceed 20 characters.
Unit Price	Required	Enter the price per unit.
Quantity	Required	The buyer has specified a quantity for the Unit of Measure selected. You might need to change the quantity, especially if you have changed the Unit of Measure. Must be numeric.
Unit of Measure	Required	The buyer has specified a unit of measure. You can change it. To review the list of valid units and their descriptions, select <b>Look up Units of Measure</b> .
UOM Description	Required	The description of the Unit of Measure field. The system generates the description based on the value on the Unit of Measure field.
Comments	Optional	Enter comments to provide the buyer with additional item information, such as a link (URL) to your web site. This field is text only (not HTML), so the buyer can copy/paste your web address into a browser. Cannot exceed 255 characters.
Delivery Date	Required	The buyer's <b>Need By Date</b> is shown. You can change this field by selecting the month, day, and year the item can be delivered to the buyer.
Brand Name	Required	Initially shows an asterisk (*). You can delete the asterisk to specify a brand name. Otherwise, leave the asterisk. Cannot exceed 50 characters.
Short Name	Required	The buyer has entered a name or brief description for the item. You can change this field. Cannot exceed 50 characters.
Description	Required	The buyer has entered a long description. You can add to or change this field to describe your product/service. Cannot exceed 255 characters.
Lead Time (days)	Required	Enter the number of days after you receive an award that you need to deliver the product/service. Must be numeric.
Met Specs?	Required	Initially shows Yes. If your product/service does not meet specification requirements, select <i>No</i> .
Attachments	Optional	Select <b>Manage Attachments</b> to open a dialog for selecting files to attach to the line item. Follow the same instructions given for the Response Header.

Review the data you have entered, then:

- Click **Next** to respond to the next item. If there are no other items, the Response Summary page displays.
- Click **Summary** to go directly to the Response Summary page. If you skip other items, they will show as a *No Bid* response.



## Response Summary

At the Response Summary page, review the information for the Response Header and the Response Items sections.

[Create Response](#)

- [Response Header](#)
- [Item 1](#)
- [Item 2](#)
- [Response Summary](#)
- [Quick Quote](#)
- [Return to Request](#)
- [Current Request List](#)
- [QQ - FAQ](#)
- [QQ - User Guide](#)

### Response Summary

[Previous](#)
[Submit](#)
[Cancel](#)

This page contains a summary of the Response. Select "Submit" to submit the Response. Select "Cancel" to leave this response without saving and return to the Request Summary page.

#### Response Header

**Vendor Name:** LA Stores 1  
**Contact Name:** LA Stores  
**Phone #:** 703-414-2006 **Ext:**  
**Email:** systemtest1@gmail.com  
**Fax #:**

<b>Request ID:</b>	EVA001_QQ001124						
<b>Response Title:</b>	LA Stores 1 response to August Week 1						
<b>Ordering Address:</b>	414 Headquarter Rd. Fairfax, VA 22033						
<b>Comments:</b>	<input type="text"/>						
<b>Attachments:</b>	<table border="1"> <thead> <tr> <th>Attached Files</th> <th>Proprietary and Confidential</th> </tr> </thead> <tbody> <tr> <td>pdf Attachment.pdf </td> <td>Yes</td> </tr> <tr> <td>xls Attachment.xls </td> <td>No</td> </tr> </tbody> </table>	Attached Files	Proprietary and Confidential	pdf Attachment.pdf	Yes	xls Attachment.xls	No
Attached Files	Proprietary and Confidential						
pdf Attachment.pdf	Yes						
xls Attachment.xls	No						

#### Response Items

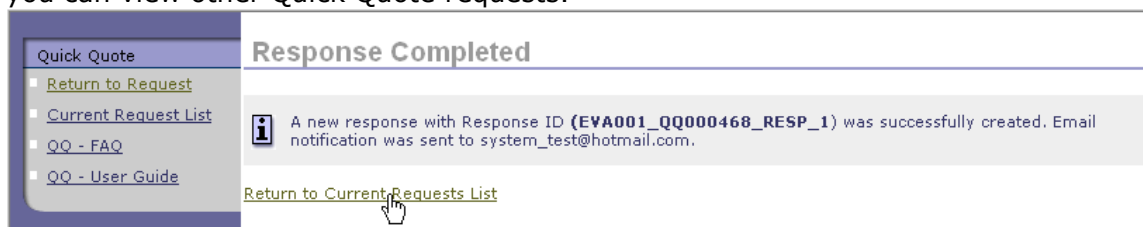
##### ITEM 1

<b>Item ID:</b>	1
<b>Vendor Part Num:</b>	*
<b>Unit Price:</b>	\$200.00
<b>Quantity:</b>	12
<b>Unit of Measure:</b>	ea
<b>UOM Description:</b>	each
<b>NIGP Code:</b>	32020
<b>NIGP Code Description:</b>	Bolts, Steel
<b>Total Price:</b>	\$2,400.00
<b>Comments:</b>	<input type="text"/>
<b>Delivery Date:</b>	08/15/2006
<b>Ship To:</b>	E136 West Palm Beach 23 West Palm Beach, Richmond, VA, 24011
<b>Brand Name:</b>	*
<b>Short Name:</b>	Bolts
<b>Item Description:</b>	Bolts <input type="text"/>
<b>Lead Time:</b>	0 Calendar Days After Receipt of Order (ARO)
<b>Met Specs?</b>	Yes
<b>Attachments:</b>	NO ATTACHMENTS

[Previous](#)
[Submit](#)
[Cancel](#)

On this page you have three options:

- Click **Previous** to return to the previous page to edit any information.
- Click **Cancel** to quit the response without saving and return to the Request Header Information page.
- Click **Submit** to send the response to the buyer. A Response Completed confirmation page appears with the Response ID and a **Return to Current Requests List** link so you can view other Quick Quote requests.




## Edit or Delete a Response

You can edit or delete an electronic response if the request has not closed (that is, the hour of the Response Due Date has not passed).

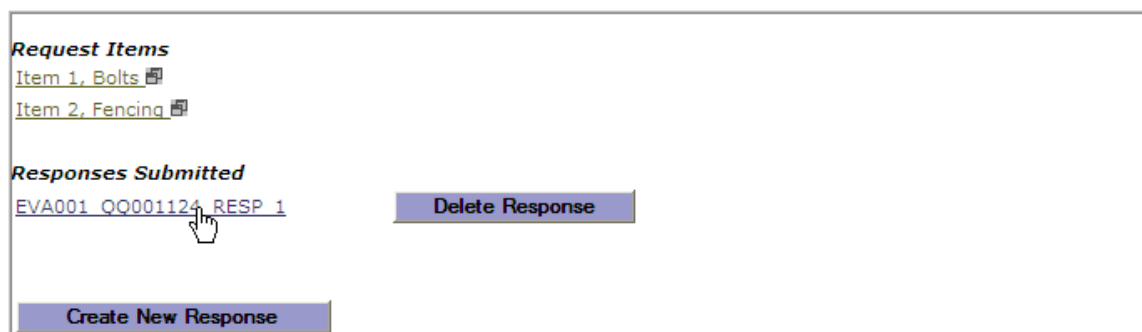
### Edit a Response

From the Current Request List, select the link in the Request ID column that contains the response you want to edit.



Request ID	Request Title	Received Date	Response Due Date	Bid Valid	Status	Responses Submitted
<a href="#">EVA001_QQ001126</a>	August Week 4	08/01/2006	08/21/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001125</a>	August Week 3	08/01/2006	08/14/2006 03:00 PM	30	issued	0
<a href="#">EVA001_QQ001124</a>	August Week 2	08/01/2006	08/07/2006 03:00 PM	30	issued	1

Click the Response ID link on the Request Header Information page under the Responses Submitted section at the bottom of the page.



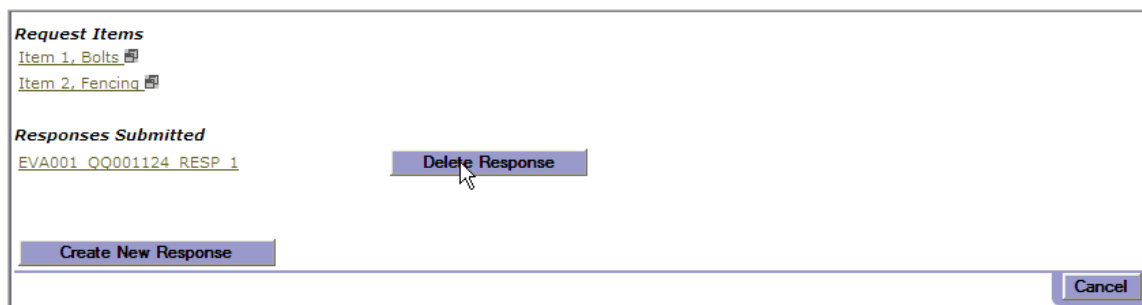
Edit the response using the same steps you used for creating a new response. When you are finished, go to the Response Summary page to submit the edited response to the buyer.

Only the last submitted version of the response is shown to the buyer. The buyer will no longer see earlier versions. Other responses from your company might still be available. They are shown under the Responses Submitted section.

### **Delete a Response**

From the Current Request List, select the link in the Request ID column that contains the response you want to delete.

In the Responses Submitted section, select the **Delete Response** button next to the response you want deleted.



**Request Items**

[Item 1, Bolts](#)

[Item 2, Fencing](#)

**Responses Submitted**

<a href="#">EVA001 QQ001124 RESP 1</a>	<b>Delete Response</b>
--	------------------------

**Create New Response**

**Cancel**

## PAST REQUEST LIST

After the Response Due Date of a request has passed, the request moves to the Past Request List and vendors can no longer submit responses. Requests are first seen on the Past Request List with a status of *closed*. When a buyer takes an action towards the request, its status will change accordingly.

<div> <a href="#">Quick Quote</a>  <a href="#">Current Request List</a>  <a href="#">Past Request List</a>  <a href="#">QQ - FAQ</a>  <a href="#">QQ - User Guide</a>  <a href="#">Vendor QQ Quick Guide</a> </div>		<h3>Past Request List</h3> <p>Use this page to view the history of Quick Quote Requests for which the response due date has passed.</p> <p>Number of Requests to show per page: <input type="text" value="10"/> <a href="#">Search</a></p>				
Request ID	Request Title	Received Date	Response Due Date	Bid Valid	Status	Responses Submitted
EVA001_QQ009550	Contact Buyer Change	10/28/2009	10/28/2009 05:00 PM	30	closed	0
EVA001_QQ009543	closed	10/16/2009	10/16/2009 03:00 AM	1	<a href="#">contact buyer</a>	0
EVA001_QQ009542	bids opened status because bid tab is published	10/16/2009	10/16/2009 03:00 AM	1	<a href="#">contact buyer</a>	0
EVA001_QQ009541	bids opened status because an award has been generated	10/16/2009	10/16/2009 03:00 AM	1	<a href="#">contact buyer</a>	0
EVA001_QQ009534	CSPL-1120	10/13/2009	10/13/2009 06:00 PM	30	<a href="#">bids opened</a>	1
EVA001_QQ009529	QQ 3-1 / Step 18	10/12/2009	10/12/2009 02:00 PM	30	<a href="#">awarded</a>	2
EVA001_QQ009514	Script 4-2: award (manual award checked)	10/07/2009	10/07/2009 02:00 PM	30	<a href="#">awarded</a>	0
EVA001_QQ009513	Script 4-2: no award	10/07/2009	10/07/2009 02:00 PM	30	<a href="#">no award</a>	0
EVA001_QQ009512	bids opened (award generated)	10/07/2009	10/07/2009 02:00 PM	30	<a href="#">bids opened</a>	1
EVA001_QQ009511	Script 4-2: bids opened (published)	10/07/2009	10/07/2009 02:00 PM	30	<a href="#">bids opened</a>	0

There are five statuses for past requests:

Status	Definition
closed	The buyer has not taken any award action toward the request
bids opened	The buyer has not taken any action toward the request and has published the Bid Tabulation Summary for vendors to view or The buyer has evaluated at least one line on the request. The Bid Tabulation Summary may or may not be published for vendors to view
awarded	The buyer has awarded at least one line item
no award	The buyer has set all lines to <i>no award</i> or has set all previously awarded lines to <i>no award</i> without awarding any lines
contact buyer	Contact the buyer for more information about the status of the request
canceled	The buyer has canceled the request

Each row shows a single request with these columns:

- Request ID (includes link to request details and your responses)
- Request Title
- Received Date
- Response Due Date
- Bid Valid (number of days)
- Status (includes link to the Bid Tabulation Summary page)
- Responses Submitted (the number of responses submitted from all contacts at your company)



## Bid Tabulation Summary Page

The Bid Tabulation Summary page is available after the Response Due Date of the request has passed. To access this page, go to the Past Request List and click the link under the Status column.

Quick Quote

Current Request List

Past Request List

QQ - FAQ

QQ - User Guide

Vendor QQ Quick Guide

Welcome to Quick Quote

PortalST1

Past Request List

Use this page to view the history of Quick Quote Requests for which the response due date has passed.

Number of Requests to show per page: 10 Search

Request ID	Request Title	Received Date	Response Due Date	Bid Valid	Status	Responses Submitted
EVA001_QQ009550	Contact Buyer Change	10/28/2009	10/28/2009 05:00 PM	30	closed	0
EVA001_QQ009543	closed	10/16/2009	10/16/2009 03:00 AM	1	contact buyer	0
EVA001_QQ009542	bids opened status because bid tab is published	10/16/2009	10/16/2009 03:00 AM	1	contact buyer	0
EVA001_QQ009541	bids opened status because an award has been generated	10/16/2009	10/16/2009 03:00 AM	1	contact buyer	0
EVA001_QQ009534	CSPL-1120	10/13/2009	10/13/2009 06:00 PM	30	bids opened	1
EVA001_QQ009529	QQ 3-1 / Step 18	10/12/2009	10/12/2009 02:00 PM	30	awarded	2
EVA001_QQ009514	Script 4-2: award (manual award checked)	10/07/2009	10/07/2009 02:00 PM	30	awarded	0
EVA001_QQ009513	Script 4-2: no award	10/07/2009	10/07/2009 02:00 PM	30	no award	0
EVA001_QQ009512	bids opened (award generated)	10/07/2009	10/07/2009 02:00 PM	30	bids opened	1
EVA001_QQ009511	Script 4-2: bids opened (published)	10/07/2009	10/07/2009 02:00 PM	30	bids opened	0

Next

The following page displays if the buyer has published the Bid Tabulation Summary and there are responses from vendors.

Quick Quote

Current Request List

Past Request List

QQ - FAQ

QQ - User Guide

Vendor QQ Quick Guide

Close

Bid Tabulation Summary

Request ID: EVA001\_QQ009534

Status: bids opened

Request Title: CSPL-1120

Issue Date: 10/13/2009

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E

Response Due Date/Time: 10/13/2009 06:00 PM

Buyer Name: Candace Tannehill

Bid Valid Days: 30

Buyer Email: system\_test@hotmail.com

Buyer Phone #: 703-267-8000

Download Responses

ITEM 1 Qty = 12, UOM = ea, Desc = Vegetables

Vendor	SWAM	Qty	UOM	Unit Price	Total Price
Rainy Days		12	ea	\$11.00	\$132.00
Botanical Gardens		12	ea	\$12.00	\$144.00

ITEM 2 Qty = 3, UOM = ea, Desc = Car Seats for Infants

Vendor	SWAM	Qty	UOM	Unit Price	Total Price
Rainy Days		3	ea	\$13.00	\$39.00
Botanical Gardens		3	ea	\$21.00	\$63.00

Download Responses

Close

This page displays the most recent request status and information for each of the request lines. Responses are grouped by Item ID and are sorted by Unit Price. Click the **Download Responses** link to save a version of the Bid Tabulation Summary page to a Microsoft Excel file.

The message **\*No Responses Received\*** displays if the buyer published the Bid Tabulation Summary and there are no responses from vendors.

Quick Quote

- Current Request List
- Past Request List
- QQ - FAQ
- QQ - User Guide

### Bid Tabulation Summary

Close

Request ID:	EVA001_QQ001131	Status:	bids opened
Request Title:	August Week 1.5	Issue Date:	08/01/2006
Buyer Agency:	E136VITA - Virginia Information Technology Agency - E2E	Response Due Date/Time:	08/02/2006 12:00 PM
Buyer Name:	E136 Admin	Bid Valid Days:	30
Buyer Email:	system_test@hotmail.com	Buyer Phone #:	1234567891

View Comments

**\* No Responses Received \***

Close

The message **\*No information is published by the buyer\*** displays if the buyer has not published the Bid Tabulation Summary to vendors.

Quick Quote

- Current Request List
- Past Request List
- QQ - FAQ
- QQ - User Guide

### Bid Tabulation Summary

Close

Request ID:	EVA001_QQ001132	Status:	closed
Request Title:	UAT Regression LA	Issue Date:	08/02/2006
Buyer Agency:	E136VITA - Virginia Information Technology Agency - E2E	Response Due Date/Time:	08/02/2006 03:00 PM
Buyer Name:	E136 Admin	Bid Valid Days:	30
Buyer Email:	system_test@hotmail.com	Buyer Phone #:	1234567891

**\* No information is published by the buyer \***

Close

## View Comment

If a buyer publishes a comment for vendors to see, the **View Comments** button displays on the Bid Tabulation Summary page. Click the **View Comments** button to access the View Comments page.

Quick Quote

- Current Request List
- Past Request List
- QQ - FAQ
- QQ - User Guide

### Bid Tabulation Summary

Close

<b>Request ID:</b>	EVA001_QQ001123	<b>Status:</b>	bids opened
<b>Request Title:</b>	August Week 1	<b>Issue Date:</b>	08/01/2006
<b>Buyer Agency:</b>	E136VITA - Virginia Information Technology Agency - E2E	<b>Response Due Date/Time:</b>	08/01/2006 03:00 PM
<b>Buyer Name:</b>	E136 Admin	<b>Bid Valid Days:</b>	30
<b>Buyer Email:</b>	system_test@hotmail.com	<b>Buyer Phone #:</b>	1234567891

View Comments



*The **View Comments** button will not display if the buyer did not publish any comments.*

Comments are displayed in ascending order by date and time. After a comment has been published, the buyer has the option to withdraw the comment. If the comment is withdrawn, it will no longer be available. Click the **Close** button to return to the Bid Tabulation Summary page.

Quick Quote

- Current Request List
- Past Request List
- QQ - FAQ
- QQ - User Guide

### View Comments

Close

Comments

- Date Created** 08/07/2006 11:14 AM ET  
**Date Published** 08/07/2006 11:14 am ET  
**Comment Type:** Evaluation  
The View Comment will appear on the vendor's BTAS page when a buyer decides to publish his comments.
- Date Created** 08/07/2006 03:07 PM ET  
**Date Published** 08/07/2006 03:07 pm ET  
**Comment Type:** Award  
Second comment created to be published.

Close